

## Privacy Notice

### Data Protection Act 1998 : How we use your information

We The Ridge Primary School are the data controller for the purposes of the Data Protection Act.

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

Where you have a care plan that has been set up in partnership with Health Services and the school, this may be shared with staff within the school environment to ensure that it is adhered to correctly. It may be held on the Schools computer systems.

As a local authority, we are committed to protecting and safeguarding children and young people in the Borough. The Multi-Agency Safeguarding Hub (MASH) is a co-located arrangement of agencies integrated into a multi-agency team.

The Single Point of Access Team (SPA), which is the single point of contact for safeguarding concerns, and the MASH share information appropriately and securely on children or young people in order to take timely and appropriate actions. The teams also provide information and advice across a range of child and family services.

Where you have been involved in an accident, an Accident/Incident Report Form will be completed which will include details of the accident including information about you. This information will be passed to the Corporate Health and Safety Team at Dudley MBC. This information will be accessed by Dudley MBC employees, who legally require access to this data, for purposes related to this incident, and may be shared with others to allow us to comply with our statutory duties'.

***We will not give information about you to anyone without your consent unless the law and our policies allow us to.***

If you want to receive a copy of the information about your son/daughter that we hold, please contact Mrs D Hudson. If you require more information about how the school collects and uses your information, then please go to the school website:

***[www.ridge.dudley.sch.uk](http://www.ridge.dudley.sch.uk)***

If you are unable to access this website a copy of this information can be sent to you.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our LA and/or DfE collect and use your information, then please go to the following websites:

### **Dudley MBC**

Dudley MBC website > Resident > Learning – School > Schools and Colleges > Information and Advice  
<http://www.dudley.gov.uk/resident/learning-school/schools-and-colleges/information-and-advice/>

If you are unable to access this website a copy of this information can be sent to you. Please contact:

Principal Information Security Officer.  
Dudley MBC, ICT Services  
Corporate Information Governance Team  
Transformation and Performance  
The Council House, Priory Road, Dudley  
West Midlands DY1 1HF

### **Department for Education**

What the Department does with pupils' and children's data

- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access this website. Please contact the DfE as follows:

Communications Division  
Department for Education  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

Website: <https://www.gov.uk/government/organisations/department-for-education>  
Telephone: 0370 000 2288  
Fax: 0161 600 1332

The national helpline is open between Monday and Friday, 9.00am to 5.00pm.

### **Black Country Partnership NHS Foundation Trust**

Delta House  
Delta Point  
Greets Green Road  
West Bromwich  
West Midlands  
B70 9PL

General Enquiries: 0845-146-1800  
Fax: 0121-612-8090  
E-mail: [enquiries@bcpft.nhs.uk](mailto:enquiries@bcpft.nhs.uk)  
Other Contacts : <http://www.bcpft.nhs.uk/contact-us/contacting-us>